**DePaul University ⯁ School of Continuing and Professional Studies ⯁ MA Program in Educating Adults (MAEA)**

***1 E. Jackson Blvd., Chicago, IL 60604*** *scpsgrad@depaul.edu* ***(312-362-8448)***

**Graduate Individualized Learning Pursuit (GILP)**

Through the **Graduate Individualized Learning Pursuit (GILP)** process, MAEA graduate students may propose to draw on the learning they gain through independent experiences or non-credit training/certifications for an equivalent of up to eight credit hours to fulfill elective degree requirements. Each GILP proposal (details submitted via Part II below) is considered on the basis of: (a) its equivalence to the outcomes of existing graduate-level courses; (2) its level of depth and breadth comparable to a graduate-level course; and/or, (3) its fit/alignment with the scope of the MAEA curriculum and the proposing student’s area of practice.

PART I: GILP Process/Procedures

**Step 1: PROPOSAL DEVELOPMENT & REVIEW**

1. MAEA student initiates GILP planning *prior to* beginning the study proposed.
2. MAEA student completes Learning Agreement by completing Part II (below) and submits it as a proposal to his/her Faculty Mentor and the proposed assessor. ***[NOTE: Only SCPS full-time faculty (including one’s faculty mentor) may serve as GILP Assessors.]***
3. Faculty Mentor and approved Assessor review and, if appropriate, approve GILP Learning Agreement. Faculty Mentor informs students of approval/rejection of proposed GILP.
4. If GILP Learning Agreement is approved, Faculty Mentor forwards approved copy of GILP Learning Agreement (this form) to student and Assessor.

**Step 2: REGISTRATION**

1. If GILP Learning Agreement is approved, Faculty Mentor completes and submits the [Graduate Special Registration Request (GSRR) Form](https://scps.depaul.edu/academics/registration/Pages/Graduate-Late-Or-Special-Registration-Form.aspx).
2. Upon receipt of the GSRR Form, SCPS registers student for approved GILP (EA-533). [Note: GILP Learning Agreement must be approved (Step 1 above) prior to registration.]
3. Student will be registered for EA-533 which will appear on transcript as “Graduate Independent Learning Pursuit” with Assessor as Instructor of Record.
4. An assessment fee of $150 per credit hour equivalency (1-4) will be charged to student (no additional tuition charges). ***[NOTE: GILP registrations are NOT eligible for DePaul financial aid.]***

**Step 3: EXECUTION & ASSESSMENT**

1. This form (when approved) stands as the GILP Learning Agreement and is to be used for its final assessment, i.e., it ‘travels’ with the student from proposal of the project to completion. Expand the spacing and pages as needed.
2. Upon Assessor’s review/assessment of the Evidence of Learning, the Assessor posts the letter grade—available via CampusConnect.
3. Faculty Mentor links EA-533 to the appropriate degree requirement in student’s Degree Progress Report (DPR).

PART II: GILP Learning Agreement

Part II serves three functions:

-guiding the student in developing and proposing focused/sharpened ***intended learning outcomes***;

-creating and clarifying a set of agreements regarding what student will be doing in the GILP, what the student will produce as evidence of his/her learning in the GILP and the criteria for assessing the GILP; and,

-serving as a vehicle for recording the final assessment of the GILP.

Part II is to be completed by the Student and approved by both his/her MAEA Faculty Mentor and the approved assessor ***prior to*** GILP registration and ***prior to*** starting the work of the project.

|  |  |
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| **Student Name:** |  |
| **Student DePaul ID #:** |  |
| **Student Phone #:** |  |
| **Student Email:** |  |
| **MAEA Faculty Mentor Name:** |  |
| **MAEA Faculty Mentor Email:** |  |
| **Faculty Mentor Approval, Signature & Date** 🡪 |  |
| **Assessor Name:** |  |
| **Assessor Phone #:** |  |
| **Assessor Email:** |  |
| **Assessor Approval, Signature & Date** 🡪 |  |

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| --- | --- |
| **# of Credit Hours approved** 🡪 |  |

Student is to provide responses (adding space and/or pages as needed) to the following six questions:

**Context:**

1) How will this proposed individualized study contribute to your graduate program?

2) What are the primary experiences/sources of learning that have contributed to your knowledge and/or skills?

**Topic and Focus:**

1. What is the topic and focus for this proposed individualized pursuit?

**Learning Outcomes:**

1. What are the key outcomes (specific knowledge/skills) for which you propose to submit evidence?

**Learning Activities:**

1. With regard to your prior learning, how did you learn what you are seeking to demonstrate? If new learning is involved, what activities do you propose to engage to reach your proposed learning outcomes? (*For each outcome, be specific about the proposed learning activities.)*

**Evidence of Learning:**

1. What specific evidence (documentation) do you propose to submit to demonstrate your learning?

PART III: GILP Learning Assessment

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| **ASSESSMENT OF STUDENT WORK (by Approved Assessor)***(When student and assessor agree that the work is completed, the assessor completes this form and submits it to:**(a) the student; and, (b) the faculty mentor for filing.* **The Assessor submits the grade.** |
| **Content and Communication Standards** | **Meets****(with commentary)** | **Improvements Needed****(with commentary)** |
| Demonstrates effective development of the intended outcomes: |  |  |
| Uses ideas, models, and/or theories to interpret practices and experiences:**(and/or)** |  |  |
| Derives practices and applications from models, ideas, and/or theories: |  |  |
| Demonstrates learning consistent with contemporary standards in the field: |  |  |
| Reflects on elements of ideas and/or practices for their meaning in one’s context(s) *[does not simply describe]:* |  |  |
| States focus and conclusions clearly: |  |  |
| Supports assertions with relevant evidence: |  |  |
| Organizes project/evidence well: |  |  |
| Includes relevant sources: |  |  |
| Writes using correct grammar, syntax & spelling:  |  |  |
| Cites appropriate references, using APA format: |  |  |
| Other criteria applied: |  |  |

**Commentary:**

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| **Grade:** | **Date:** | **Assessor’s Signature:** |

**Assessor should submit this complete form to the Faculty Mentor and student.**

**7.18**